

MacNaughton Elementary

Planned Absence Request Form

This form is to be used when a parent/guardian knows in advance that their child will be absent from school for an extended period of time.

Please complete and return this form to your child's teacher. He/She will complete the "Teacher Recommendation" portion of the form and then forward it on to the principal. The principal will then review the form and decide if the excused absence request can be approved based on the following criteria.

1. The extent of earlier absences
2. Successful academic performance
3. Length of absence

A copy of the completed request form will be given to the student to take home to the parent/guardian.

Student's Name: _____

Teacher's Name: _____

Absence Dates: _____

Reason for Absence: _____

Parent's Signature: _____ Date: _____

Teacher Recommendation:

___ Approval recommended. Work to be made up in advance.

___ Approval recommended. Arrangements for make up work have been made with student/parent and work will be turned in when student returns to school.

___ Approval not recommended. Reason: _____

Planned absence request is: ___ Approved ___ Denied

Principal's Signature: _____

Date: _____

Copy of signed form returned to Parent _____ **Teacher** _____